



# PRINCE WILLIAM COUNTY CIRCUIT COURT

## Court Case Copy Request

Mail this request to:

**Clerk of Circuit Court**

**Public Service Center, Room 305**

**9311 Lee Avenue**

**Manassas, Virginia 20110**

This is a request for a copy of the following documents for a \_\_\_\_ Civil or \_\_\_\_ Criminal Case  
Case #: \_\_\_\_\_

Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_

Document	# pages (\$ .50 per page)	certified copy \$2.00 per document
_____	_____	_____
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Additional information or comments: \_\_\_\_\_  
\_\_\_\_\_

Enclosed please find \$\_\_\_\_\_ check or money order per copy ordered and a self addressed, stamped envelope or \$.50 to cover the cost of mailing. Please send the copies to:

Name: \_\_\_\_\_

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City, State, Zip: \_\_\_\_\_

In case the Clerk needs additional information, please provide requestor's:

Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone # \_\_\_\_\_

**Note:** Large orders may take several days. Thank you